



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 20.30

Subject: Employee Health Care

Supersedes: DCS 20.30, 04/01/98;
PCN # 41, 11/1/99

Local Policy: No
Local Procedures: No
Training Required: No

Approved by:

Effective date: 04/01/98

Revision date: 11/01/01

Application

To All Department of Children's Services Superintendents, Health Administrators, and Health Care Employees

Authority: TCA 37-5-106

Policy

Youth development centers shall not provide health care treatment or services for employees except for emergency first aid and care outlined in this policy.

Procedures

A. Emergency medical treatment

1. Limitations

Emergency medical treatment must be provided to employees using Department of Children's Services (DCS) resources only when necessary to protect life or limb and/or to relieve suffering.

2. Extent of treatment

Treatment must be provided as necessary to stabilize the employee until such time as the employee can be transported to a physician or emergency room.

- a) Job-related injuries must be referred to a physician who is state-approved for insurance purposes (worker's compensation).
- b) Non-job-related injuries must be referred to the emergency room or to a private physician.

B. Over-the-counter medications Tylenol or the equivalent may be given to employees while on duty on a limited basis.

C. Documentation Emergency care provided to employees (other than provided in section *B* above) must be documented on form CS-0166, *Accident/Injury/Traumatic Injury Report*.

Forms

CS-0166 Accident/Injury/Traumatic Injury Report

Collateral Documents

None

Standards

None